Crown Point Web Updater Manual

http://www.crownpoint.in.gov

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ON-SITE COMPUTER LLC

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Logging In

1. Navigate to http://www.crownpoint.in.gov in a web browser such as Internet Explorer.
2. Scroll the page down and click the link on the bottom left corner labeled “Login”.
3. This will launch a popup window as well as a dialog box that resembles that of Figure 1. Please select “Yes” to enter the *Crown Point Web Updater System*.

Figure 1 - Security Verification - Click Yes to Continue

4. After clicking “Yes”, a login screen will appear (See Figure 2). Enter your username and password as directed and click login to enter*.

Figure 2 - Login Prompt

5. After entering a successful username and password combination, you will be presented with the main *Crown Point Web Updater* interface.

* A username and password must first be obtained from an administrator to gain access to the system.

The Main Interface

The main interface has a variety of options to choose from based on the assigned access level of the user*. The first section of options entitled "City Calendar Options" (See Figure 3) has numerous options in which to update the city calendar, which can be seen from the main website at http://www.crownpoint.in.gov/calendar.aspx.

Figure 3 - City Calendar Options

Contained in the "City Calendar Options" section are the options:

- "Post Event" – Used for posting events to the city calendar.
- "View/Update/Delete Event" – Used for viewing, updating, or deleting pre-existing city calendar events.
- "Add Coordinator" – Used for adding coordinators for every event in the city calendar.
- "View/Update Coordinator" – Used for viewing or updating information regarding event coordinators.
- "Update Hub City Monthly" – This is used for updating the link on the main page and the parks department home page to the Hub City Monthly newsletter.

*At the time this manual was written, the only existing access level was "Full Access", which is available at the discretion of the administrator.

The next section on the main interface is entitled "City Department Options" (See Figure 4). This can be used to enter, update, and delete information for each city department.

Figure 4 - City Department Options

The "City Department Options" section allows the updating of the following departments:

- Boards and Commissions
- Building and Planning
- City Council
- City Court
- Clerk Treasurer
- Emergency Management
- Engineering
- Fire
- Human Resources
- Legal
- Maplewood Cemetery
- Mayor's Office
- Parks
- Police
- Public Works
- Special Events

The next section of the main interface of the *Crown Point Web Updater System* is entitled "A Word from the Mayor Options" (See Figure 5).

Figure 5 - A Word from the Mayor Options

This section has the following options:

- "Create New Post" – This option will allow the mayor to post a greeting to the city website's main page.

- "View/Update Posts" – This option will allow the mayor to view old posts as well as update them in case of error.

The next section of the main interface is the "External Link Options" section shown below in Figure 6.

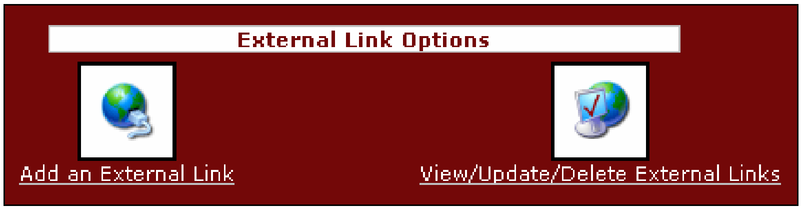


Figure 6 - External Link Options

This section contains the following options:

- "Add an External Link" – This option will allow the user to add links to external sites to the dropdown menu on the left side of the webpage.
- "View/Update/Delete External Links" – This option will allow the user to view, update, or delete any pre-existing links in the system.

The next section of the main interface is the "Press Release Options" section shown below in Figure 7.

Figure 7 - Press Release Options

This section contains the following options:

- "Add a Press Release" – This option will allow the user to add press releases to the system.
- "View/Update/Delete Press Releases" – This option will allow the user to view, update, or delete any pre-existing press releases in the system.

The next section contained within the main interface is that of the "State of the City Address Options". An example can be seen in Figure 8.

Figure 8 - State of the City Address Options

- "Add an Address" – This section allows the addition of any state of the city address given by the mayor.
- "View/Update/Delete Addresses" – This section allows the viewing, updating, or deleting of any pre-existing address in the system.

The next section contained within the main interface is that of the "Lakota Documentation Options". An example can be seen in Figure 9.

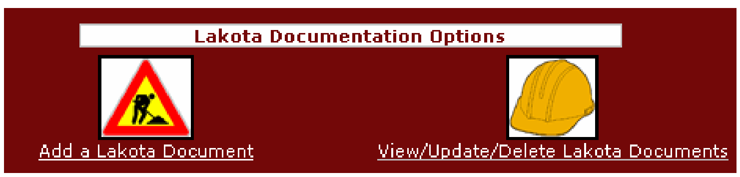


Figure 9 - Lakota Documentation Options

- "Add a Lakota Document" – This section allows the addition of any documents relating to the Lakota Plan.
- "View/Update/Delete Lakota Documents" – This section allows the viewing, updating, or deleting of any pre-existing Lakota document.

The next section contained within the main interface is that of the "Parking Documentation Options". An example can be seen in Figure 10.

Figure 10 - Parking Documentation Options

- “Add a Parking Document” – This section allows the addition of any documents relating to the Parking Plan.
- “View/Update/Delete Parking Documents” – This section allows the viewing, updating, or deleting of any pre-existing Parking documents.

The next section contained within the main interface is entitled “’Dogs on Parade’ Options”. An example can be seen in Figure 11.

Figure 11 - "Dogs on Parade" Options

- “Add a ‘Dogs on Parade’ Dog” – This section allows the addition of any dog that is part of the “Dogs on Parade” program.
- “View/Update/Delete ‘Dogs on Parade’” – This section allows the viewing, updating, or deleting of any pre-existing ‘Dogs on Parade’.

The next section is the “City Directory Options” section shown in Figure 12.

Figure 12 - City Directory Options

This section has the following options:

- “Add a Contact” – This option will allow the user to add a contact to the city directory page located at http://www.crownpoint.in.gov/cityDirectory.aspx.
- “View/Update/Delete Contacts” – This option will allow the user to view, update, or delete pre-existing city directory records in the system.

The next section contained within the main interface is the "Advertisement Options" section shown in Figure 13.

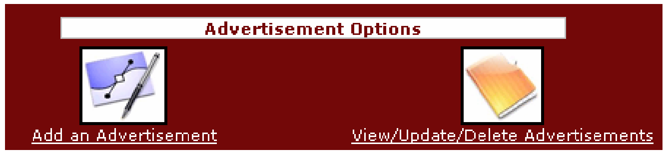


Figure 13 - Advertisement Options

This section has the following options:

- "Add an Advertisement" – This option will allow the user to add a third-party advertisement which will be viewed on every page in the website. This will enable administrators of the website to sell advertising space, if applicable.
- "View/Update/Delete Advertisements" – This option will allow the user to view, update, or delete advertisements that were previously added.

The final section of the main interface is entitled "System User Options" and allows the administration of users allowed to access the *Crown Point Web Updater System* (See Figure 14).

Figure 14 - System User Options

This section has the following options:

- "Add a User" – This option allows for an already authenticated user to add another user to the system. Adding a user will allow that person to access all of the aforementioned options in the *Crown Point Web Updater System.*
- "View/Update/Delete Users" – This section allows for the administrator of the website to view or delete the users. Viewing the users includes a feature to monitor the last login time of each user of the *Crown Point Web Updater System*. The administrator cannot update the information of other users. Only that user can update his or her information.

City Calendar Options

As the name suggests, the "City Calendar Options" section allows for the administration of items pertaining to the city calendar. This section will go into detail about the process of adding, updating, and deleting events to and from the city calendar. It will also explain the process of adding and updating event coordinators as well as adding, updating, and deleting city calendar advertisements.

Post Event

Posting an event to the city calendar is very straightforward. The following procedure will outline the necessary steps. Please refer to Figure 15 when reviewing the procedures.

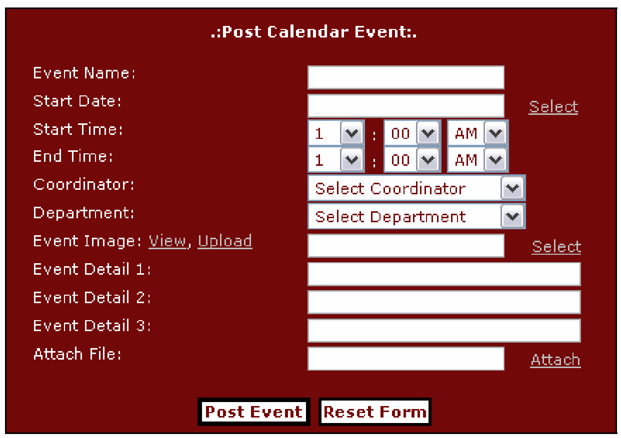


Figure 15 - Post Calendar Event

1. The event name should be entered first and should be no more than 25 characters. For example, "Test Event" would be a valid event name.
2. Next, the start date of the event should be entered. To select the starting date of the event, simply click the "Select" link to the right of the "Start Date" text box. This will launch a calendar similar to the one shown in Figure 16. Select the date and the window will close, placing the proper date in the textbox.

Figure 16 - Calendar Date Selector

3. Next, select the start and end time of the event by pulling down the drop-down menu.
4. Next, a coordinator for the event should be selected from the drop down menu. If there is not an option in the drop-down menu for the coordinator of the particular event being entered, that coordinator must first be entered into the system using the "Add Coordinator" option from the main interface. Once entered, the name of that coordinator will be listed in the drop-down menu.
5. Next, select a department related to the event being entered from the drop-down menu of city departments.
6. Next, an event image must be entered into the system. For the sake of convenience, there are already multiple images available in the system to choose from. However, if those images do not meet the needs of the event, the user may upload an image of their own.
    a. To view the pre-existing images, simply click the link labeled "View" next the "Event Image" label. This will open a popup window similar to the one shown in Figure 17.

Figure 17 - Current Event Images

    b. To upload a new image, click the "Upload" link next to the "Event Image" label. This will open a popup window which will allow the user to select an image from the computer to upload. Enter a name for the image and click browse to select and image from the computer.

c. When “Upload” is clicked, the image will be transferred and the window will close. See Figure 18 for an example.

Figure 18 - Upload an Event Image

d. Finally, to select an event image for use with the event being entered, simply click the “Select” link next to the “Event Image” text box. This will open a popup window similar to the one shown in Figure 19. Select the desired image, click “Select”, and the window will close, entering the path of the image in the appropriate text box automatically.

Figure 19 - Select an Event Image

7. Next, details of the event must be entered into “Event Detail 1”, “Event Detail 2”, and “Event Detail 3”. Each of these items may have 40 characters including spaces per detail. For example, the line, “This is a detail of the Test Event.” is allowed because it contains 35 characters with spaces.

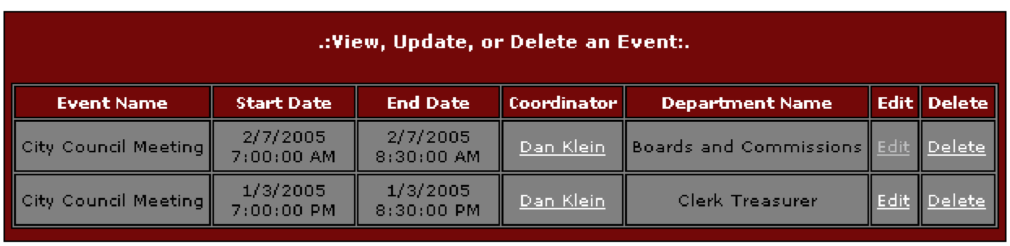
8. Finally, a file can be attached to the event if so desired. This is mostly to accommodate attachments from Microsoft Word containing meeting schedules and the like. To accomplish this, simply click the “Attach” link next to the “Attach File” text box. This will launch a popup window similar to the one shown in Figure 20. Much like the “Upload” image option, just click “Browse” to locate the file to be attached and click “Upload”. This will transfer the file, close the popup window, and automatically place the correct path to the file in the proper textbox.

Figure 20 - Attach a File to an Event

9. When the file has been successfully attached, verify that all entered data is correct, and then click “Post Event” to post the event to the calendar.

View, Update, or Delete an Event

This section allows the viewing, updating, and deleting of events previously entered into the city calendar. Viewing events is inherently simple in that all that must be done is to click the link from the main interface entitled “View/Update/Delete Event”. This will display a list of events entered into the city calendar that can be updated or deleted (See Figure 21).



.:View, Update, or Delete an Event:.

Event Name	Start Date	End Date	Coordinator	Department Name	Edit	Delete
City Council Meeting	2/7/2005 7:00:00 AM	2/7/2005 8:30:00 AM	Dan Klein	Boards and Commissions	Edit	Delete
City Council Meeting	1/3/2005 7:00:00 PM	1/3/2005 8:30:00 PM	Dan Klein	Clerk Treasurer	Edit	Delete

Figure 21 - Events Currently Listed on the City Calendar

The following explains the procedure of editing an event. Figure 21 and Figure 22 should be referenced when following the instructions.

Figure 22 - Edit Event

1. Click on the “Edit” link as shown in Figure 21 to edit the desired event.
2. This will open a page similar to the one in Figure 22.
3. After this page is displayed, edit the event until the desired changes are made. If necessary, re-read the section entitled “Post Event” in this document if problems are encountered.
4. When the desired changes are made, click the “Update” button to make the changes final.

Deleting an event is also very straightforward. Click the “Delete” link as shown in Figure 21. The next window that appears shows the data for that event, with the text boxes grayed. To delete the event, simply click “Delete”.

Add Coordinator

This section outlines the procedure of adding a coordinator for use in an event. Please refer to Figure 23 when reading the procedures.

Figure 23 - Add an Event Coordinator

1. A first name must be entered into the corresponding text box. There are no restrictions on size.
2. A last name must be entered into the corresponding text box. There are no restrictions on size.
3. A phone number must be entered for the coordinator. This will most likely be a work number.
4. Lastly, an e-mail address must be entered for the coordinator.
5. Click the “Add” button to complete the addition of the coordinator to the system.

View or Update a Coordinator

This section allows the viewing and updating of coordinators previously entered into the *Crown Point Web Updater System*. Viewing coordinators is inherently simple in that all that must be done is to click the link from the main interface entitled “View/Update Coordinator”. This will display a list of coordinators entered into the system that can be updated (See Figure 24).

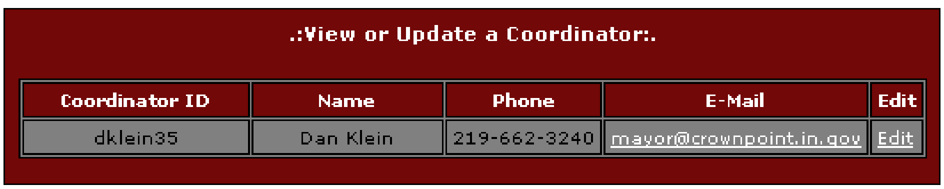


Figure 24 - View or Update Coordinator

The following explains the procedure of editing a coordinator. Figure 24 and Figure 25 should be referenced when following the instructions.

Figure 25 - Edit an Event Coordinator

1. Click on the “Edit” link as shown in Figure 24 to edit the desired event.
2. This will open a page similar to the one in Figure 25.

3. After this page is displayed, edit the event until the desired changes are made. If necessary, re-read the section entitled “Add Coordinator” in this document if problems are encountered.
4. When the desired changes are made, click the “Update” button to make the changes final.

Update Hub City Monthly

This section of the *Crown Point Web Updater System* makes it possible to update the Hub City Monthly newsletter links everywhere in the website. Please reference Figure 26 when reading the procedures for updating the Hub City Monthly section.

Figure 26 - Update Hub City Monthly

1. First, use the “Upload” link to upload the latest copy of “Hub City Monthly.” When this link is clicked, it will open a window similar to the one shown in Figure 27.

Figure 27 - Upload a New Hub City Monthly

2. Click the “Browse” button and locate the file on the computer. Once selected, click the “Upload” button to transfer the file and automatically close the window.
3. When all of the data is verified by the user, click the “Submit” button to update all links on the website.

City Department Options

This section of the *Crown Point Web Updater System* makes it possible to update information regarding all departments in the city. Just select the desired department from the drop down menu as in Figure 28 and click the "Go" button.

Figure 28 - City Department Options

Department Options

Every city department has the following options (See Figure 29):

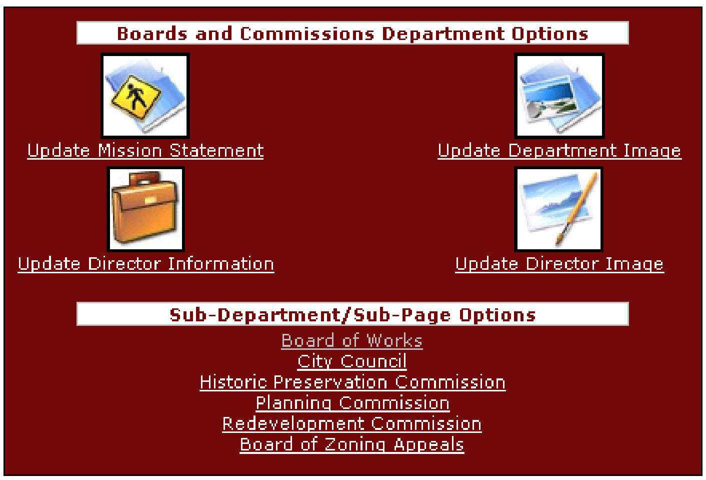


Figure 29 - Boards and Commissions Options

- "Update Mission Statement" – This is used to update the mission statement for the department or in some cases, text to be written at the top of the main page.
- "Update Department Image" – This option is used to upload an image related to the city department. For example, if the Law department needs to upload a picture describing the department, a picture of a court room would suffice.
- "Update Director Information" – This option is used to update the biography of the director for this department. This should be an objective outlook on the person's relevant accomplishments, education, and experience.

Update Mission Statement

This section holds the mission statement or page introduction information for each page of the *Crown Point Web Updater System*. Please refer to Figure 30 when reading the procedures for updating the mission statement.

Figure 30 - Update Mission Statement

1. To update the mission statement for any department the text should be entered in the corresponding text box.
2. Be sure to enclose every one of your posts in the "[p]" and "[/p]" tags. This will let the application know that what is being typed is a paragraph. If there are multiple paragraphs, enclose each of them in the aforementioned tags.
3. For example, if the following was typed into the "Post Text" text box:

   [p]This is a test paragraph. Type whatever text is desired in this area to update that section of the page.[/p][p]This is the second paragraph. Type whatever text is necessary to complete the posting.[/p]

   This would be the resulting post into the corresponding section of the web site:

   This is a test paragraph. Type whatever text is desired in this area to update that section of the page.

   This is the second paragraph. Type whatever text is necessary to complete the posting.

4. To assist with adding paragraphs, the “Insert Paragraph” button on the left of the text box was created. When this is clicked, the string, “[p]Insert Paragraph Text Here[/p]” will be appended to whatever resides in the textbox.
5. When all data in the text box has been verified, click the “Update” button to make the changes final.

Update Department Image

This section holds the image information for the department in question. Please refer to Figure 31 when reading the procedures for updating the department image.

Figure 31 - Update Department Image

1. Figure 31 displays a preview of the image that will be used for the department. Below is the text box which stores the relative path to the image for the web site. To change the image, simply click the “Upload” link to the right of this text box to display a popup window similar to the one shown in Figure 32.

Figure 32 - Upload Department Image

2. After the window has launched, click the "Browse" button to locate the desired image.
3. When complete, click the "Upload" button. This will transfer the image and automatically close the window when done, populating the text box with the correct image path.
4. When the data entered into the text box has been verified, click the "Update" button to make the changes permanent.

Update Director Information

This section holds the information for the director to be updated. Please refer to Figure 33 when reading the procedures for updating the director information.

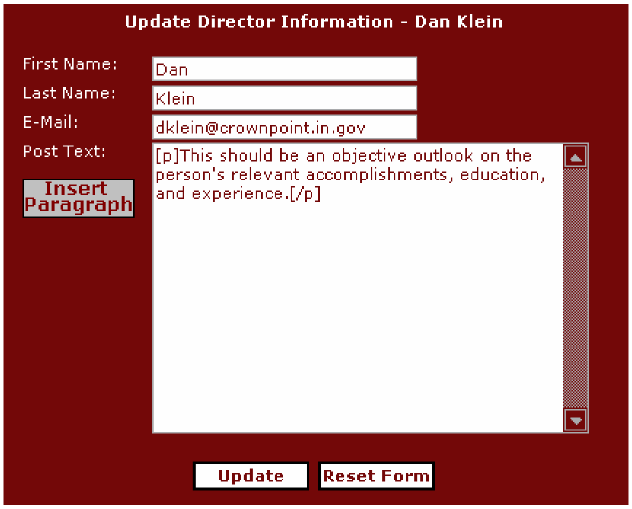


Figure 33 - Update Director Information

1. Enter the first name of the director. There are no limitations on the size of the name.
2. Enter the last name of the director. There are no limitations on the size of the name.
3. Enter the e-mail address of the director. This should be the "@crownpoint.in.gov" e-mail address that is used by the director.
4. Lastly, enter the desired information about the director in the "Post Text" text box. Follow the paragraph rules stated earlier in this document.
5. When all data has been entered, click the "Update" button to make the changes final.

Update Director Image

This section holds the information for the director to be updated. Please refer to Figure 34 when reading the procedures for updating the director image.

Figure 34 - Update Director Image

1. Figure 34 displays a preview of the image that will be used for the director. Below is the text box which stores the relative path to the image for the web site. To change the image, click the "Upload" link to the right of this text box to display a popup window similar to the one shown in Figure 35.

Figure 35 - Upload Director Image

2. After the window has launched, simply click the "Browse" button to locate the desired image.
3. When complete, click the "Upload" button. This will transfer the image and automatically close the window when done, populating the text box with the correct image path.
4. When the data entered into the text box has been verified, click the "Update" button to make the changes permanent.

Sub-Department/Sub-Page Options

For each city department, there is a subsection entitled "Sub-Department/Sub-Page Options" which allows for updating of any sub-departments that are contained within a particular department or page. In some cases, there are no sub-departments or pages listed in this section.

To update the sub-department/page sections, click an option link under the heading to navigate to a page listing the members or options for that sub department. While on this page, the page introduction can be updated as well as information and images for every member of that sub-department/page. The page introduction can be viewed as a "Mission Statement" for visualization purposes, if necessary. It is mostly essential to the page to give the reader of the web site an idea of what information resides on the page. Member information can be updated just as it would for any other section of the website. In most cases, the concepts discussed in the above sections will cover any questions that may arise when updating members.

“A Word from the Mayor” Options

This section makes it possible to update the main page of the website under the section entitled “A Word from the Mayor”.

Create a New Post

To create a new post, follow the procedures listed below while referencing Figure 36.

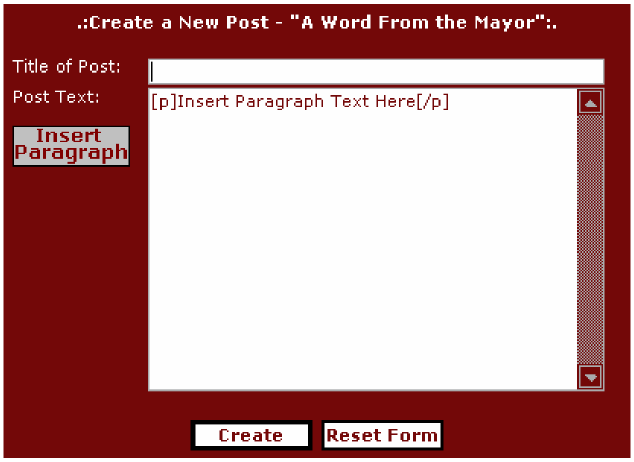


Figure 36 - "A Word from the Mayor" Post

1. Enter the title of the post. There are no limits on the amount of text placed in this area. However, make an effort to keep it short for the sake of the reader.
2. Add the text of the post in the “Post Text” text box using the paragraph rules discussed earlier in this document.
3. When done entering data, make sure that it is correct and click the “Create” button.

View or Update Posts

1. Click on “View/Update Posts” from the main interface. This will display a list of every post ever created in the system.
2. If a post needs to be updated for any reason, click the link labeled “Edit” for the desired entry.
3. This will launch the interface with which to update the posting.
4. Follow the procedures listed in the “Create a New Post” section to enter data correctly.

When finished editing the post, click the “Update” button to make the changes permanent..

External Link Options

This section enables the user to add, update, or delete external links displayed on the website.

Add an External Link

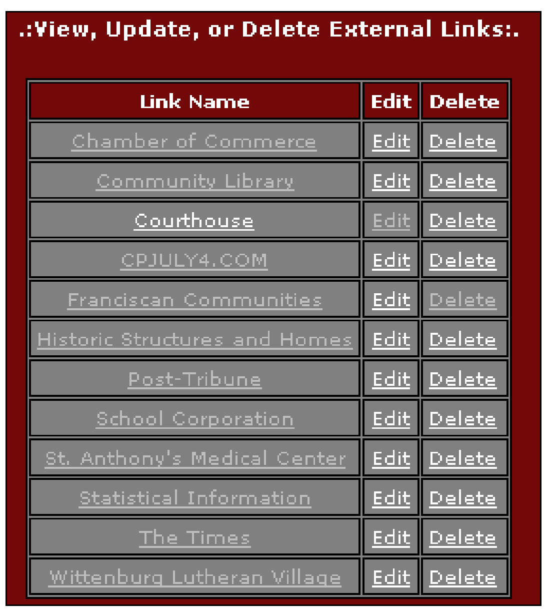
To add an external link to the system, please follow the procedures below and reference Figure 37 if necessary.

Figure 37 - Add an External Link

1. First, enter a name for the link.
2. Next, enter the URL for the external link and click "Add".

View, Update, or Delete External Links

This section allows the viewing, updating, and deleting of external links existing in the system. Viewing links is inherently simple in that all that must be done is to click the link from the main interface entitled "View/Update/Delete External Links". This will display a list of links entered into the system that can be updated or deleted. The above is represented below in Figure 38.



.:View, Update, or Delete External Links:.

Link Name	Edit	Delete
Chamber of Commerce	Edit	Delete
Community Library	Edit	Delete
Courthouse	Edit	Delete
CPJULY4.COM	Edit	Delete
Franciscan Communities	Edit	Delete
Historic Structures and Homes	Edit	Delete
Post-Tribune	Edit	Delete
School Corporation	Edit	Delete
St. Anthony's Medical Center	Edit	Delete
Statistical Information	Edit	Delete
The Times	Edit	Delete
Wittenburg Lutheran Village	Edit	Delete

Figure 38 - View, Update, or Delete External Links

1. To edit external link information, click the “Edit” link as shown in Figure 38. This will open an interface similar to the one shown in Figure 39.

Figure 39 - Edit an External Link

2. Make any necessary updates to the record as needed.
3. When finished, click the “Update” button to make the changes permanent.
4. If any problems are encountered, please refer to the “Add an External Link” section for a more in-depth explanation of entering data into this form.

Deleting a link is very straightforward. Click the “Delete” link as shown in Figure 38. The next window that appears shows the data for that record, with the text boxes grayed. To delete the external link, simply click “Delete”.

Press Release Options

This section enables the user to add, update, or delete press releases displayed on the website.

Add a Press Release

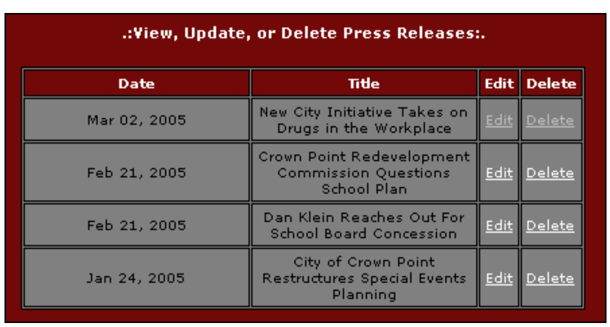
To add a press release to the system, please follow the procedures below and reference Figure 40 if necessary.

Figure 40 - Add a Press Release

3. First, enter a title for the press release.
4. Next, enter a date by clicking the "Select" hyperlink on the page. This will populate the text box with the selected date.
5. Finally, enter the path to the press release by clicking the "Upload" link next to the "PDF File" text box. This will populate the text box with the correct file once it is uploaded. Keep in mind that PDF files are the only files allowed to be uploaded.

View, Update, or Delete Press Releases

This section allows the viewing, updating, and deleting of press releases existing in the system. Viewing press releases is inherently simple in that all that must be done is to click the link from the main interface entitled "View/Update/Delete Press Releases". This will display a list of resources entered into the system that can be updated or deleted. The above is represented below in Figure 41.


.:View, Update, or Delete Press Releases:.

Date	Title	Edit	Delete
Mar 02, 2005	New City Initiative Takes on Drugs in the Workplace	Edit	Delete
Feb 21, 2005	Crown Point Redevelopment Commission Questions School Plan	Edit	Delete
Feb 21, 2005	Dan Klein Reaches Out For School Board Concession	Edit	Delete
Jan 24, 2005	City of Crown Point Restructures Special Events Planning	Edit	Delete

Figure 41 - View, Update, Delete Press Releases

5. To edit press release information, click the “Edit” link as shown in Figure 41. This will open an interface similar to the one shown in Figure 42.

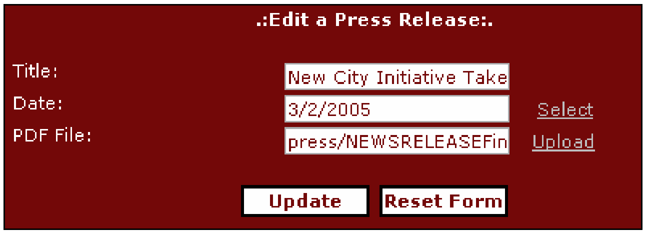


Figure 42 - Edit a Press Release

6. Make any necessary updates to the record as needed.
7. When finished, click the “Update” button to make the changes permanent.
8. If any problems are encountered, please refer to the “Add a Press Release” section for a more in-depth explanation of entering data into this form.

Deleting a press release is very straightforward. Click the “Delete” link as shown in Figure 41. The next window that appears shows the data for that press release, with the text boxes grayed. To delete the press release, simply click “Delete”.

State of the City Address Options

This section enables the user to add, update, or delete state of the city addresses displayed on the website.

Add an Address

To add a state of the city address to the system, please follow the procedures below and reference Figure 43 if necessary.

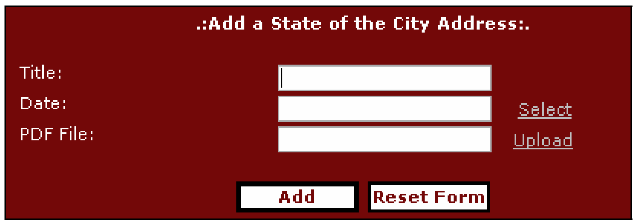


Figure 43 - Add a State of the City Address

6. First, enter a title for the state of the city address.
7. Next, enter a date by clicking the “Select” hyperlink on the page. This will populate the text box with the selected date.
8. Finally, enter the path to the press release by clicking the “Upload” link next to the “PDF File” text box. This will populate the text box with the correct file once it is uploaded. Keep in mind that PDF files are the only files allowed to be uploaded.

View, Update, or Delete Addresses

This section allows the viewing, updating, and deleting of state of the city addresses existing in the system. Viewing state of the city addresses is inherently simple in that all that must be done is to click the link from the main interface entitled “View/Update/Delete Addresses”. This will display a list of addresses entered into the system that can be updated or deleted.

1. To edit state of the city address information, click the "Edit" link when viewing the addresses currently in the system. This will open an interface similar to the one shown in Figure 44.

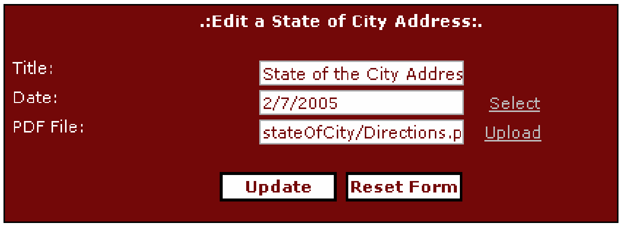


Figure 44 - Edit State of City Address

2. Make any necessary updates to the record as needed.
3. When finished, click the "Update" button to make the changes permanent.
4. If any problems are encountered, please refer to the "Add an Address" section for a more in-depth explanation of entering data into this form.

Deleting a state of the city address is very straightforward. Click the "Delete" link to launch the confirmation window. This window shows the data for that item, with the text boxes grayed. To delete the state of the city address, simply click "Delete".

Lakota Documentation Options

This section enables the user to add, update, or delete the documentation relating to the Lakota Plan displayed on the website.

Add a Lakota Document

To add a Lakota document to the system, please follow the procedures below and reference Figure 45 if necessary.

Figure 45 - Add a Lakota Document

1. First, enter a name for the Lakota document.
2. Next, upload a PDF file by clicking the "Upload" hyperlink on the page. Once the file is uploaded, the text box will be populated with the correct path to the file.
3. Finally, enter the description of the Lakota document and click the "Add" button when complete.

View, Update, or Delete Lakota Documents

This section allows the viewing, updating, and deleting of Lakota documents existing in the system. Viewing documents is inherently simple in that all that must be done is to click the link from the main interface entitled "View/Update/Delete Lakota Documents". This will display a list of documents entered into the system that can be updated or deleted.

1. To edit the Lakota document information, click the "Edit" link when viewing the documents currently in the system. This will open an interface similar to the one shown in Figure 46.

Figure 46 - Edit a Lakota Document

2. Make any necessary updates to the record as needed.
3. When finished, click the "Update" button to make the changes permanent.
4. If any problems are encountered, please refer to the "Add a Lakota Document" section for a more in-depth explanation of entering data into this form.

Deleting a Lakota document is very straightforward. Click the "Delete" link to launch the confirmation window. This window shows the data for that item, with the text boxes grayed. To delete the Lakota document, simply click "Delete".

Parking Documentation Options

This section enables the user to add, update, or delete the documentation relating to the Parking Plan displayed on the website.

Add a Parking Document

To add a parking document to the system, please follow the procedures below and reference Figure 47 if necessary.

Figure 47 - Add a Parking Document

1. First, enter a name for the parking document.
2. Next, upload a PDF file by clicking the "Upload" hyperlink on the page. Once the file is uploaded, the text box will be populated with the correct path to the file.
3. Finally, click the "Add" button when complete.

View, Update, or Delete Lakota Documents

This section allows the viewing, updating, and deleting of parking documents existing in the system. Viewing documents is inherently simple in that all that must be done is to click the link from the main interface entitled "View/Update/Delete Parking Documents". This will display a list of documents entered into the system that can be updated or deleted.

1. To edit the parking document information, click the "Edit" link when viewing the documents currently in the system. This will open an interface similar to the one shown in Figure 48.

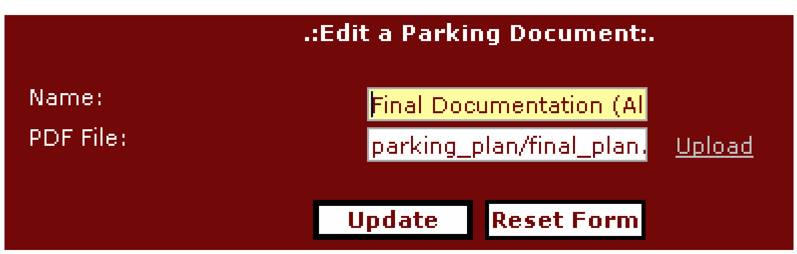


Figure 48 - Edit a Parking Document

2. Make any necessary updates to the record as needed.

3. When finished, click the "Update" button to make the changes permanent.
4. If any problems are encountered, please refer to the "Add a Parking Document" section for a more in-depth explanation of entering data into this form.

Deleting a parking document is very straightforward. Click the "Delete" link to launch the confirmation window. This window shows the data for that item, with the text boxes grayed. To delete the parking document, simply click "Delete".

“Dogs on Parade” Options

This section enables the user to add, update, or delete information relating to the “Dogs on Parade” program displayed on the website.

Add a “Dogs on Parade” Dog

To add a “Dogs on Parade” Dog to the system, please follow the procedures below and reference Figure 49 if necessary.

Figure 49 - Add a "Dogs on Parade" Dog

1. First, enter a description for the dog being entered.
2. Next, upload an image file by clicking the “Upload” hyperlink on the page. Once the file is uploaded, the text box will be populated with the correct path to the file.
3. Next, upload a thumbnail image file by clicking the “Upload” hyperlink on the page. Once the file is uploaded, the text box will be populated with the correct path to the file.
4. Finally, click the “Add” button when complete.

View, Update, or Delete “Dogs on Parade”

This section allows the viewing, updating, and deleting of “Dogs on Parade” Dogs existing in the system. Viewing dogs is inherently simple in that all that must be done is to click the link from the main interface entitled “View/Update/Delete ‘Dogs on Parade’”. This will display a list of dogs entered into the system that can be updated or deleted.

1. To edit the "Dogs on Parade" information, click the "Edit" link when viewing the dogs currently in the system. This will open an interface similar to the one shown in Figure 50.

Figure 50 - Edit a "Dogs on Parade" Dog

2. Make any necessary updates to the record as needed.
3. When finished, click the "Update" button to make the changes permanent.
4. If any problems are encountered, please refer to the "Add a 'Dogs on Parade' Dog" section for a more in-depth explanation of entering data into this form.

Deleting a "Dogs on Parade" is very straightforward. Click the "Delete" link to launch the confirmation window. This window shows the data for that item, with the text boxes grayed. To delete the dog, simply click "Delete".

City Directory Options

This section enables the user to add “City” or “Other” resources to the city directory page on the web site.

Add a Contact

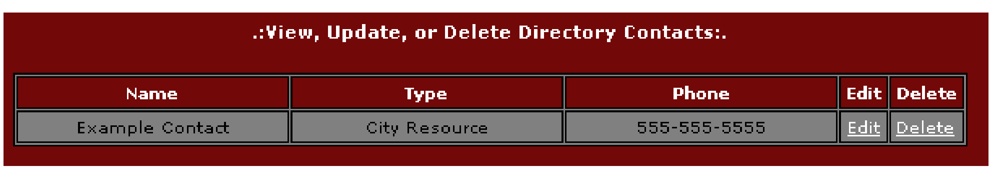
To add a contact or resource to the system, please follow the procedures below and reference Figure 51 if necessary.

Figure 51 - Add a City Directory Contact

1. First, choose a contact name to be listed in the city directory. This will most likely be a city department name or the director of a department.
2. Next, select the type of contact being listed. If this is a contact related to any city operations, select “City Resource”. If the contact being listed is non-city related, please select “Other Resource”.
3. Finally, add the proper phone number for the resource being listed.
4. When finished, click the “Add” button to add the resource to the city directory.

View, Update, or Delete Contacts

This section allows the viewing, updating, and deleting of city directory contacts existing in the system. Viewing contacts is inherently simple in that all that must be done is to click the link from the main interface entitled “View/Update/Delete Contacts”. This will display a list of resources entered into the system that can be updated or deleted. The above is represented below in Figure 52.



.:View, Update, or Delete Directory Contacts:.

Name	Type	Phone	Edit	Delete
Example Contact	City Resource	555-555-5555	Edit	Delete

Figure 52 - View, Update, or Delete Contacts

5. To edit directory contact information, click the “Edit” link as shown in Figure 52. This will open an interface similar to the one shown in Figure 53.

Figure 53 - Edit a Directory Contact

6. Make any necessary updates to the record as needed.
7. When finished, click the “Update” button to make the changes permanent.
8. If any problems are encountered, please refer to the “Add a Directory Contact” section for a more in-depth explanation of entering data into this form.

Deleting a directory contact is very straightforward. Click the “Delete” link as shown in Figure 52. The next window that appears shows the data for that resource, with the text boxes grayed. To delete the contact, simply click “Delete”.

System User Options

This section enables the administration of users allowed to access the *Crown Point Web Updater System.*

Add a User

To add a user to the system, please follow the procedures listed below and reference Figure 54 if necessary.

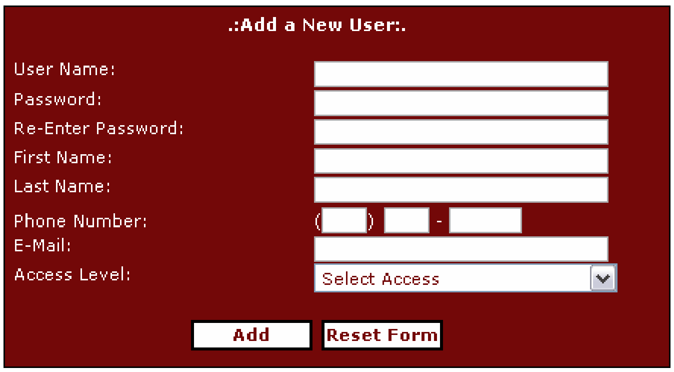
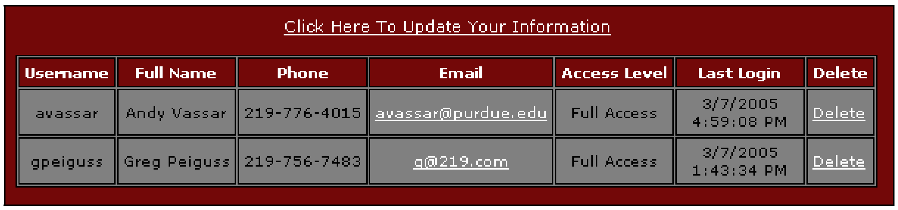


Figure 54 - Add a User

1. First, choose a user name for the user which will be entered into the system.
2. Next, choose a password for the user being entered. This can be a generic password if being entered by an administrator. The user will be able to change his or her password independently.
3. Next, enter the first and last name of the user.
4. Next, enter the work phone number of the user.
5. Next, enter the e-mail address of the user. If the user has an e-mail address that ends in "@crownpoint.in.gov" please enter this address.
6. Finally, select the access level of the user. At the time this manual was written, only "Full Access" existed, so every user will automatically have full access to the *Crown Point Web Updater System.*

View, Update, or Delete Users

This section allows the viewing, updating, and deleting of users existing in the system. Viewing users is inherently simple in that all that must be done is to click the link from the main interface entitled "View/Update/Delete Users". This will display a list of users entered into the system that can only be deleted. Only the owner of the account can update his or her information (via the "Click Here to Update Your Information" link). The above is represented below in Figure 55.


Click Here To Update Your Information

Username	Full Name	Phone	Email	Access Level	Last Login	Delete
avassar	Andy Vassar	219-776-4015	avassar@purdue.edu	Full Access	3/7/2005 4:59:08 PM	Delete
gpeiguss	Greg Peiguss	219-756-7483	g@219.com	Full Access	3/7/2005 1:43:34 PM	Delete

Figure 55 - View, Update, or Delete Users

1. To update your user information, click the "Click Here to Update Your Information" link.
2. This will launch an interface similar to the one shown in Figure 56.

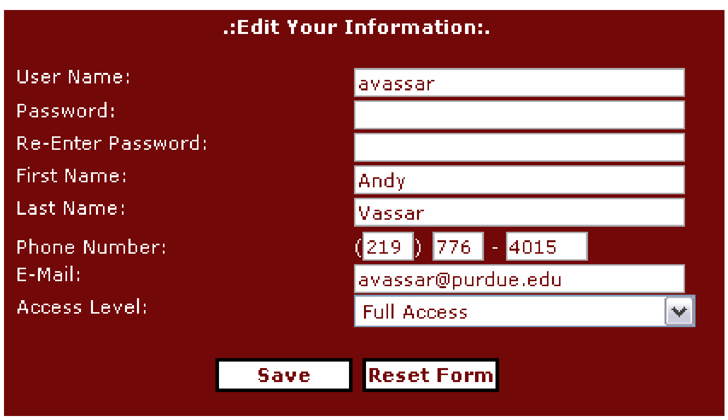


Figure 56 - Edit Your Information

3. Enter information as necessary and click the "Save" button to make any changes permanent.

Deleting a user is very straightforward. Click the "Delete" link as shown in Figure 55. The next window that appears shows the data for that user, with the text boxes grayed. To delete the user, simply click "Delete".

Helpful Information

Internet Explorer is Recommended

Microsoft Internet Explorer is recommended when using this system largely because this system was created in Microsoft's ASP.NET. Mozilla Firefox is an alternative browser that will suffice for most applications. However, the way that Firefox reads pages is somewhat detrimental to the forms contained within the *Crown Point Web Updater System*. Some may argue that ASP.NET generates deprecated HTML code that can only be successfully parsed by a Microsoft browser. However, the fact that other browsers cannot parse this code makes them incomplete in the opinion of many. With that said, Microsoft's Internet Explorer 6.0 and up is recommended.

Troubleshooting

If problems should arise when using the *Crown Point Web Updater System*, this document should be re-read in order to thoroughly grasp the concept of the nature of the problem before reporting it. Truthfully, this manual should answer all questions pertaining to the use of this system.

Contact

If any problems should arise with the website please contact:

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